

Enclosure 3.

## EXAMPLE OF PROPERLY PREPARED INCOMING TICKET

CONTROL NO.	SEC. CLASS Secret	ORIGIN Management Staff		FILE NO. OL 5 5555	
DATE OF MAT. 14 Nov 55	DATE REC'D 14 Nov	DATE OUT 18 Nov	ROUTING	CROSS REFERENCE	
SUBJECT  Example of Properly Prepared Control Ticket.  TO: Chief, Admin Staff/OL FROM: Chief, Mgt. Staff				ROUTING	
				TIME OUT	
				OL/Admin	14 Nov
				R & S Br.	15 Nov
DEFER ACTION UNTIL	ANSWERED	NO REPLY		COURIER NO.	
FORM NO. FEB. 1952				35-1 FILE AND ROUTING SLIP	
				1	

## EXAMPLE OF OUTGOING REPLY TO ABOVE (same ticket)

CONTROL NO.	SEC. CLASS Secret	ORIGIN Management Staff		FILE NO. OL 5 5555-A	
DATE OF MAT. 14 Nov 55	DATE REC'D 14 Nov	DATE OUT 18 Nov	ROUTING	CROSS REFERENCE	
SUBJECT  Example of Properly Prepared Control Ticket.  TO: Chief, Admin Staff/OL FROM: Chief, Mgt. Staff  ----- A - TO: C/Mgt. Staff FROM: C/Admin Staff SUBJ: Same				ROUTING	
				TIME OUT	
				OL/Admin	14 Nov
				R & S Br.	15 Nov
				OL/Admin	17 Nov
				C/Mgt. S	18 Nov
DEFER ACTION UNTIL	ANSWERED 17 Nov 55	NO REPLY		COURIER NO.	
FORM NO. FEB. 1952				35-1 FILE AND ROUTING SLIP	
				MORI/CDF PAGE 1	